

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>May 2013</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>UNION:</b>	<b>Non-Represented</b>
<b>TITLE:</b>	<b>Police Lieutenant</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>

**PURPOSE OF POSITION:** Supervise and monitor the day-to-day operations of the Police Department. Conduct planning and purchasing activity, manage vehicle fleet, and assume major role in departmental policy development. Supervise department personnel; manage hiring processes and complaint investigations. Supervise major crime and critical incident activities.

The Lieutenant's position will work in coordination with the Chief of Police and will have the authority to transfer, suspend, promote, assign work, reward or discipline other employees, or have the responsibility to direct them, or to adjust their grievances, or effectively recommend such action, and effectively recommend other personnel actions, such as hiring and termination. The Lieutenant's exercise of such authority is not of a merely routine or clerical nature, but it requires independent judgment and the authority is held in the interest of the employer. This position requires consistency and independence free from conflicting objectives such as labor unions/associations to ensure legitimacy and credibility.

**ESSENTIAL JOB FUNCTIONS:**

Manage hiring process for police officer candidates. Determine appropriate testing; participate in oral interviews; and make hiring recommendations to the Chief.

Supervise assigned personnel including training, coordinating shift changes, assigning and reviewing work, evaluating performance, initiating termination actions, and effectively recommending other personnel actions, such as hiring and termination. Review and maintain written records and reports submitted by Police Sergeants.

Prepare reports necessary for investigations, traffic enforcement/abatement, crime prevention, prosecution, and office activities.

Evaluate training needs; organize training programs/schedules and ensure accomplishment. Identify equipment needs and research and recommend purchase.

Monitor investigations and property/evidence handling. Develop and implement policies, procedures, guidelines and programs.

Investigate employee misconduct allegations and in coordination with Chief. Take corrective action, including disciplinary actions. Conduct other personnel investigations as needed. Maintain written records and prepare logs and reports regarding investigations.

Identify special community law enforcement needs/concerns. Make recommendations and work with related groups/agencies. Perform research and make recommendations on police department issues. Analyze and recommend improvements to equipment and facilities.

Perform administrative tasks as requested by the Chief and/or City Administrator.

Perform crime prevention activities as needed, and provide assistance and back-up as requested. Perform patrol duties as necessary. Assume command of major crimes, critical incidents and/or investigations.

Manage department vehicle fleet including operating standards and information system. Draft and manage grants, policy manual review, and technology upgrades. Oversee activities for any assigned special programs; including program/policy/procedure development, program evaluation; ensure provision of adequate training, logistics, etc.

Prepare and present public education materials to various civic and community groups. Prepare, analyze and present traffic statistics and related information to other City officials and the general public as needed. Prepare and present press releases as necessary.

Maintain effective working relationship between adjacent law enforcement agencies. Provide appropriate information to other law enforcement agencies, social service agencies, the media and citizens regarding on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.

Provide suggestions and recommendations regarding budget development. Work with the Police Chief and Executive Assistant to maintain budget throughout the year.

Aid stranded motorists, conduct vacation house checks and welfare checks. Check road/street signs and report defects or problems. Assist the public as needed.

Perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Thorough knowledge of applicable Federal, State and local laws and ordinances; police methods, policies, procedures and practices including investigation, crime prevention, court system, polygraph operation; evidence management, traffic control and safety; police administration, organization and operation; computer technology; labor relations law; purchasing practices, and budgeting. Considerable knowledge of supervision and personnel practices and record keeping, report writing, and firearm use and safety precautions. Ability to effectively plan, assign and review the work of others either directly or through subordinate supervisors; communicate effectively both verbally and in writing; establish and maintain effective working relationships with department members and other law enforcement agencies, other employees and the general public. Ability to analyze police department operations and develop recommendations; act calmly and effectively in emergency situations; perform responsibilities, tasks and duties of a police officer; and to safely operate law enforcement equipment, including firearms. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively, prepare clear, comprehensive, objective reports; operate assigned equipment and vehicles skillfully and safely; analyze situations and problems quickly and objectively to determine course of action.

Equivalent to an Associate's degree from an accredited college or university in criminal justice, public or business administration, or related field. Requires over six (6) years of progressively responsible law enforcement experience, including three (3) years in a supervisory position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must meet department's physical ability standards.

**SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES:** Must possess DPSST Supervisory Certificate, CPR/ First Aid card and valid driver's license with acceptable driving record.

**DESIRABLE REQUIREMENTS:** Possession of DPSST Executive Certificate. Knowledge of the Canby community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEDS general level certification, etc. Bi-lingual (Spanish/English/Russian).

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to safely and effectively operate a motorized vehicle. Duties involve moving materials weighing up to 10 pounds on a regular basis, however may be required to move adults weighing up to 200 pounds on an infrequent basis. Equipment typically worn by police officers weighs in excess of 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position. Mental activities required include frequent presentations/teaching/negotiation, selling, mentoring, performing basic mathematics and independent judgment and/or action; continuous decision making, interpersonal skills, teamwork, creativity, customer service, discretion, problem analysis, and reading, writing and speaking English.

**WORKING CONDITIONS:** Work locations are primarily indoors. May be exposed to outdoor and other environmental conditions on an infrequent basis as well as have contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill, or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency call-back. Must be available for weekend and holiday assignments.

**SUPERVISORY RESPONSIBILITIES:** Responsible for the supervision of Sergeants and other police department staff. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the Police Chief.